



# Dunston Hill

Community Primary School



## Health and Safety Policy

January 2022

# DUNSTON HILL COMMUNITY PRIMARY SCHOOL

## HEALTH AND SAFETY POLICY

Every child has the right to the best possible health (Article 24)

The Health and Safety at Work Act 1974 (HSW Act 1974) places duties on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and persons not employed but who may be affected by work activities, such as pupils and visitors.

The aim of the school policy and statement of intent is to ensure that all reasonably practicable steps are taken to secure the health, safety and welfare of all persons using these premises and in particular:

- to provide adequate control of the health and safety risks arising out of our activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

The governing body will review this policy statement if there is any significant change or at least annually and update, modify or amend it as it considers necessary.

### Description of Building

Dunston Hill Community Primary School is a single storey modern, well-designed and secure building set in spacious, attractive grounds. The outdoor area comprises of an environmental garden, adventure trim trail, MUGA with a large playing field and yard area.

### Users

The school is open from **6.00 am to 6.00 pm**. Its main use is a place of education. Staff, pupils, parents, and visitors will be the main users of the premises in this time. There will be over 500 staff and pupils present, with pupils aged between 3 and 11, although this figure varies due to sickness and off-site activities. The persons present are generally familiar with the building.

If the school expects to have any persons with disabilities present on any given day an individual risk assessment will be completed. The school is one level and fully DDA compliant throughout.

In addition to the normal use of teaching and learning the school is also used for staff/governors meetings, these meetings may on occasions occur in the evenings and can be after dark. Staff and Governors are generally familiar with the building. At present we have no after school Lettings.

A range of extra-curricular school clubs are run, which can when the nights are dark. The persons attending are generally familiar with the school building. However, these run up until 4.30pm when the Site Manager is still on site.

### Information, instruction and supervision

There is a Health and Safety Law poster displayed in office, School kitchen and in the Site Manager's office. Health and safety advice is available from the Health and Safety Advisor in Human Resources at the Civic Centre: [lorraindixon@gateshead.gov.uk](mailto:lorraindixon@gateshead.gov.uk) or 0191 433 2237.

## **Part 2: Health & Safety Responsibilities**

**The Governing Body** has strategic responsibility for health and safety within all areas of the school's undertakings and ensuring that health and safety performance is monitored regularly. In order to comply with regulatory controls, the governing body is responsible for ensuring that advice from competent advisers is available on health and safety matters.

**The Head Teacher** has responsibility for the day-to-day operation of health, safety and welfare policies and practices, as delegated by the governing body, within all areas of the school's undertakings. In addition, the Head Teacher will ensure that health and safety policy and procedures are part of the day-to-day running of the school. In order to comply with regulatory controls, the Head Teacher is responsible for ensuring that advice from competent advisers is sought on health and safety matters.

**Employees** are responsible for their own health and safety, that of their colleagues and members of the public who may be affected by their work activities.

Further specific health and safety responsibilities are detailed below;

Name	Responsibility
<i>Ken Thornborrow</i>	Day-to-day site safety
<i>Equans</i>	Site maintenance/Health & Safety of site
<i>Louise Briggs</i>	Recording of accidents
<i>Louise Briggs / Carl Sutherland</i>	Educational Visits Co-ordinator

### **Part 3: School Health & Safety Management Arrangements**

The Corporate Health & Safety Handbook and Education Health & Safety Handbook both contain various documented standards, forms and guidance materials, many of which are applicable to the school.

<http://council/humanresources/healthandsafety/handbook.htm>

<http://council/humanresources/healthandsafety/edu-handbook/index.html>

The school commits to following the procedures detailed below to ensure that employees, pupils and members of the public are not put at risk by school activities.

#### **Incident reporting & investigation**

Adopted standard(s)	<a href="#"><i>LCS-HS-58: Incident Reporting and Investigation Procedure</i></a>
Specific school arrangements	<ul style="list-style-type: none"><li>• All minor accidents (e.g. minor falls by pupils, scrapes) are to be recorded in the minor accident book.</li><li>• These minor issues will be shared with parents with an appropriate note identifying what has happened.</li><li>• The minor accidents books are stored by Carol King located in the school office.</li><li>• Cases of more major accidents and work-related ill health are to be recorded via a HS-20 form.</li><li>• The electronic records are kept electronically.</li></ul> <p>Louise Briggs is responsible for reporting relevant accidents, near misses, diseases and dangerous occurrences to the Council's Health &amp; Safety Team in accordance with LCS-HS-58</p>

#### **Administration and management of medicines**

Adopted standard(s)	<a href="#"><i>EDU-HS-01: Administration and Management of Health Needs in Schools</i></a>
Specific school arrangements	A specific policy for the school has been developed using the EDU-HS-01 form and is located in the Health & Safety File and the Staff room.

#### **Hazardous Substances**

Adopted standard(s)	<a href="#"><i>EDU-HS-02 Control of Substances Hazardous to Health</i></a>
Specific school arrangements	Equans will be responsible for identifying all substances which need a COSHH assessment and maintaining an inventory.
	Equans Employees will be responsible for ensuring that all actions identified in the assessments are implemented.

## Infection Control

Adopted standard(s)	<p><a href="#"><u>EDU-HS-06: Infection Control in Schools and Childcare Settings</u></a></p> <p><a href="#"><u>LCS-HS-93 Control of Infections at Work</u></a></p> <p><a href="#"><u>LCS-HS-103 The Disposal of Clinical Waste.</u></a></p>
Specific school arrangements	<ul style="list-style-type: none"> <li>• Where an infection arises, staff will check against the schools Guidance on Infection Control in Schools and Childcare Settings poster.</li> <li>• If there is a concern, the school nurse or public health will be contacted for further advice by the school office.</li> <li>• Where children may vomit or soil themselves, staff should cover with the appropriate gel and a call will be logged with Equans in order for their staff to come and clear the waste.</li> <li>• Children will be kept away from the infected area.</li> <li>• Handwashing will be encouraged in schools through regular means.</li> <li>• Children wash their hands before entering the school hall for lunch.</li> </ul>

## Statutory Maintenance and Testing/ Management of Premises

Adopted standard(s)	<p><a href="#"><u>EDU-HS-13: Statutory Maintenance and Testing Within Schools</u></a></p> <p><a href="#"><u>LCS-HS-90: Management of Premises</u></a></p>
Specific school arrangements	<p>Equans is responsible for periodically monitoring the maintenance, inspection, examination or testing by the contractor.</p> <p>A School Statutory Maintenance and Testing Schedule (Appendix 1 of EDU-HS-13) has been prepared and is kept updated by Equans. The schedule is located with Equans management.</p>

## First Aid

Adopted standard(s)	<p><a href="#"><u>EDU-HS-05: First Aid Provision in Schools</u></a></p>
Specific school arrangements	<p>The first aid boxes are kept in the:</p> <ul style="list-style-type: none"> <li>• All first aiders</li> <li>• Staff room</li> <li>• School kitchen</li> <li>• Medical Room</li> <li>• School Hall</li> </ul>

	<p>The appointed person(s)/first aider(s) are:</p> <ul style="list-style-type: none"> <li>• Michelle O’Hara</li> <li>• Lisa Walton</li> <li>• Tracey Baud</li> <li>• Michelle Cusmano</li> <li>• Debbie Guyan</li> <li>• Clare Rippen</li> <li>• Donna Ion</li> <li>• Jacque Moorhead</li> <li>• Ruth Wishart-Yeoman</li> <li>• Kelly Wardle</li> </ul> <p>Staff with Paediatric first aid training are:</p> <ul style="list-style-type: none"> <li>• Tracey Baud</li> <li>• Michelle Cusmano</li> </ul>
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### Emergency Management Plan

Adopted standard(s)	<p><a href="#"><i>EDU-HS-10 Emergency management plan</i></a></p> <p><a href="#"><i>EDU-HS-14 Unavoidable school closures</i></a></p>
Specific school arrangements	<p>The school Emergency Management Plan / Critical Incident Management Policy is specific to Dunston Hill Community Primary School and has been located as part of three Grab-bags, two within school and one outside of school.</p>

### Outdoor Play Equipment

Adopted standard(s)	<p><a href="#"><i>EDU-HS-07 Outdoor Playground Safety</i></a></p>
Specific school arrangements	<p>The LA have been appointed to thoroughly inspect play equipment on a termly basis, in accordance with BS 1176</p> <p>The caretaker undertakes regular visual checks of play equipment and play areas.</p>

### Risk Assessment

Adopted standard(s)	<p><a href="#"><i>LCS-HS-40: Risk Assessment</i></a></p>
Specific school arrangements	<p>Various staff are responsible for carrying out risk assessments depending on the nature of them.</p> <p>The findings of the risk assessment will be reported to the Head Teacher and, where appropriate, the Resources Committee.</p> <p>Risk assessments will be approved by the Head Teacher.</p> <p>The Head Teacher has responsibility for ensuring any actions required are implemented.</p>

## Security/ Violence at work

Adopted standard(s)	<a href="#">EDU-HS-12: Security</a> <a href="#">EDU-HS-15 Warning and Banning Persons from School Premises</a> <a href="#">LCS-HS-79: Violence at Work</a>
Specific school arrangements	The following procedure is adopted for briefing visitors on the school's emergency evacuation procedures:
	<ul style="list-style-type: none"> <li>• The office staff will provide staff with a 'visitors' badge</li> <li>• They will then inform them of the muster point in the event of an evacuation/fire alarm.</li> <li>• All visitors must sign to state that they have read and understood safeguarding, fire safety procedures upon entry.</li> </ul>
	Access to the school is controlled by office staff.

## Lone Working

Adopted standard(s)	<a href="#">LCS-HS-31 Lone Working</a>
Specific school arrangements	There are no employees who are considered to be lone workers.
	Equans have briefed their staff on the procedures to adopt when working alone.

## Consultation and Communication with Employees

Adopted standard(s)	<a href="#">LCS-HS-08: Communicating the Health &amp; Safety Message</a> <a href="#">LCS-HS-10: Employee Consultation</a>
Specific school arrangements	Health & Safety information is communicated to employees via staff meetings, briefing meetings, written policy, memos and training/INSET days.
	The school does not have specific employee representatives for Health & Safety but first-aid trained staff are often consulted on appropriate matters.

## Training

Adopted standard(s)	<a href="#">LCS-HS-09 Health &amp; Safety Training</a> <a href="#">LCS-HS-77: Identification of Training Needs</a>
Specific school arrangements	The Head Teacher is responsible for preparing and updating the training plan.
	Training will be identified, arranged and monitored by the Resources Committee.

	Training records are kept in the Health & Safety File by the Head Teacher.
	Induction training will be provided for all employees by the Head Teacher/Office Manager.
	Equans will train all their relevant staff but will also provide training to school staff when organised by the Head Teacher.

## Asbestos

Adopted standard(s)	<a href="#"><i>Corporate Asbestos Management Plan</i></a>  <a href="#"><i>ASB60: Asbestos Management Site Guide</i></a>
Specific school arrangements	Due to the nature of the school build, there is no asbestos in the building.

## Management of contractors

Adopted standard(s)	<a href="#"><i>LCS-HS-18: CDM</i></a>  <a href="#"><i>LCS-HS-89: Assessment, Engagement and Management of Contractors</i></a>  <a href="#"><i>LCS-HS-98: Contractor's Health &amp; Safety Standards</i></a>
Specific school arrangements	Equans management is responsible for assessing contractor health and safety competency prior to appointment.
	Equans has responsibility for ensuring suitable management arrangements are in place whilst contractors are carrying out work on site.

## Display Screen Equipment

Adopted standard(s)	<a href="#"><i>LCS-HS-21: Display Screen Equipment:</i></a>
Specific school arrangements	Regular DSE Users have been identified as: <ul style="list-style-type: none"> <li>• Mr Sutherland</li> <li>• Katy Anglesea</li> <li>• Carol King</li> <li>• Joanna Thompson</li> <li>• Louise Briggs</li> <li>• Karen Cox</li> <li>• Vikki Tuart</li> </ul>
	DSE workstation assessments have been completed by the following trained DSE assessor(s) Louise Briggs.
	Louise Briggs has responsibility for ensuring any actions required are implemented.



## Driving

Adopted standard(s)	<a href="#"><i>LCS-HS-22 Occupational Road Risk (Driving at work)</i></a>
Specific school arrangements	The school does not currently have its own vehicles.

## Fire

Adopted standard(s)	<a href="#"><i>LCS-HS-24: Preparing a PEEP</i></a> <a href="#"><i>LCS-HS-25: Fire Emergency Procedures</i></a> <a href="#"><i>LCS-HS-26: Fire Risk Assessments</i></a>
Specific school arrangements	The Head Teacher is responsible for regularly reviewing the fire risk assessment
	The Head Teacher and Caretaker are responsible for keeping the fire log book regularly updated.

## Stress

Adopted standard(s)	<a href="#"><i>LCS-HS-41: Stress</i></a>
Specific school arrangements	<ul style="list-style-type: none"><li>• Leadership will ensure that it is regularly assessing workload and the impact on staff.</li><li>• Where there are signs of individuals with increasing stress levels a meeting will be arranged with the Head Teacher and the person of concern.</li></ul>

## Manual handling

Adopted standard(s)	<a href="#"><i>LCS-HS-32: Manual Handling</i></a>
Specific school arrangements	<ul style="list-style-type: none"><li>• Staff are reminded that the moving of heavy items should be done sensible with more than one individual where necessary.</li><li>• Appropriate equipment is to be used for lifting and carrying.</li><li>• The Site Manager is informed of items that require moving.</li></ul>

## Work at Height

Adopted standard(s)	<a href="#"><i>LCS-HS-43 Work at height</i></a> <a href="#"><i>LCS-HS-68 Ladders</i></a> <a href="#"><i>LCS-HS-86 Stepladders</i></a>
Specific school arrangements	Ladder/ stepladder checklists are completed monthly by Equans and located within various cupboards across school.

## Work Equipment/ Lifting Equipment

Adopted standard(s)	<a href="#"><i>LCS-HS-39: Provision and Use of Work Equipment</i></a> <a href="#"><i>LCS-HS-72: Lifting Operations and Lifting Equipment</i></a>
Specific school arrangements	The school possesses the following items of lifting equipment: Hoist in the accessible shower room.
	Lifting equipment is subject to 6 monthly or annual thorough examinations which are undertaken by Equans.
	The Head Teacher is responsible for ensuring existing and new items of work equipment are considered as part of a risk assessment.

## Educational Visits

Adopted standard(s)	<a href="#"><i>EDU-HS-03: Educational Visits and Learning Outside the Classroom</i></a>
Specific school arrangements	The school's Educational Visits Coordinator(s) is/are: <ul style="list-style-type: none"><li>• Carl Sutherland</li><li>• Louise Briggs</li></ul>
	<ul style="list-style-type: none"><li>• All visit risk assessments are processed through Evolve.</li><li>• The School Business Manager will initially review the risk assessments which will then be sent to the Head Teacher for final authorisation.</li></ul>

## Electrical Safety

Adopted standard(s)	<a href="#"><i>LCS-HS-23: Electrical Safety</i></a>
Specific school arrangements	Equans is responsible person for preparing and maintaining an accurate up-to-date the electrical maintenance register for portable appliances used.

## Review

This policy has been approved by the Health and Safety Committee 12.1.22

This will be reviewed annually by the Governing Body – Spring 2023

